

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Fire Inspector (Civilian)**  
Fire Department

**GENERAL STATEMENT OF JOB**

Under direction of the Deputy Fire Marshal, conducts commercial fire inspections for compliance with fire codes. Participates in fire prevention education programs, performs fire investigations and assists with commercial plan review. Maintains required records and reports and performs related work as required. Reports to the Deputy Fire Marshal.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Conducts thorough fire inspections of new and existing buildings; reviews plans for compliance with code requirements.

Interprets and enforces fire and life safety codes.

Conducts various other safety inspections, including those related to hazardous tank removal, fire suppression systems, fire alarm systems, occupational licensing, and others as requested.

Plans and participates in fire prevention and life safety education activities within the community.

Operates a motor vehicle and various office machines including a computer, two-way radio, audio-visual equipment, etc.

Participates in disaster preparedness, response, mitigation and recovery

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planning and implementation. May be required to work additional hours during state of emergency.

Participates in city facility and grounds inspections. Conducts equipment safety inspections and testing as required.

Completes and submits reports regarding department activities; enters data from reports into computer.

Keeps abreast of new technology, methods and regulations for fire inspection, investigation, prevention and fire suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Participates in investigation of fires, including arson and explosions. Is required to be available for on-call rotation after normal business hours.

#### **ADDITIONAL JOB FUNCTIONS**

Maintains assigned vehicle.

Performs general office duties as required, including attending meetings, compiling data for reports, entering computer data, preparing reports and correspondence, etc.

Performs related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED degree supplemented by Fire Prevention and Inspection with two years of experience in fire prevention, fire inspection, fire suppression, building code or building construction.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

#### **SPECIAL REQUIREMENTS**

Must possess a current Florida Fire Safety Inspector I or II Certification.

Must possess a valid Florida driver's license.

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Must possess a current Florida Fire Investigator I or II Certification or obtain within six (6) months of employment.

Must possess a current Florida Fire and Life Safety Educator Certification or obtain within six (6) months of employment.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Fire Inspector (Civilian). Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, electrical, fire codes and ordinances, etc. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to show a high level of discretion and flexibility in daily operations. Is able to make sound, educated decisions. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Has the ability to speak, write, and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to communicate effectively including giving explanations and written instructions to ensure that standards and regulations are understood and implemented. Knows how to maintain effective relationships with personnel from other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of modern office practices and technology, including computers. Requires the ability to use, operate and/or handle office equipment such as a telephone, calculator,

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computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric and algebraic principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Have knowledge of various hazardous materials and the proper procedures for handling and/or disposing of such materials.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Is able to conduct thorough and effective fire inspections, fire and arson investigations where required, and plan review. Knows how to determine and ensure safety at the scene of emergencies. Has the ability to use independent judgment and discretion in critical situations such as response to natural and man-made emergency/disaster situations. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Office tasks involve the ability to exert a small amount of physical effort in sedentary to light

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work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Fire Chief

8/26/15  
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Date